



Children, Young People and Families

A specialist section of College of Occupational Therapy



Policy: Financial and Operational Procedures

- SS - CYPF will refund external speakers for expenses incurred for work carried out for/on the behalf of SS - CYPF.
- It is expected that CYPF NEC and regional committee members will not receive payment for presentations they deliver at regional or national events, although they could claim travel or accommodation expenses if agreed with NEC by prior arrangement (see funding form).
- The official SS - CYPF Expenses Claim Form (form A) must be used and is available from the treasurer and on from the COT website. All receipts must be attached and sent to the CYPF treasurer.
- Any external presenters need to complete a Speaker Contract Form (form B) that includes their NI number. This is a requirement of the College of Occupational Therapy.
- Regions that are planning events that will incur costs over £100 need to complete a Request for finance Form (form C). This needs to be sent to the CYPF Treasurer.
- All events need to be planned with a budget in mind. When planning a study event you need to aim to break even i.e. that the money you receive from people attending will be sufficient to pay the external speaker, if this is appropriate.
- All regions have to charge members a small fee for attending a study evening i.e. Members and students £1- £3 and non-members £2 - £5. (Study days vary from £60 - £120 depending on 1 or 2 days). Speakers can be paid from this money **ONLY** if they have completed a Speaker contract Form (Form B) and we have a copy of their National Insurance Number.

If any money is generated from a regional event, this must be paid into the CYPF national account, using the CYPF Paying In Form (Form D).

- Regions are **NOT** permitted to set up or maintain a SS-CYPF regional bank account to hold or accumulate funds. CYPF is accountable to COT and as such we are required to inform them of financial transactions pertaining to SS-CYPF business.
- All regions need to send a copy of planned events to the CYPF Regional Rep Co-ordinator (see SS-CYPF website for details). This will assist the Regional Rep to co-ordinate events in different regions and promoting access and equality across the UK.
- Please use the 'Resources for study events' that is on the COT SS – CYPF web pages for planning and organising a study event, including advertisements, flyers, application forms, check lists, etc.
- Each region needs to keep a copy of funding request forms, expense claim forms and speaker contact forms and monitor that monies were received. These will be collected by the Regional Rep co-ordinator or the treasurer on an annual basis for audit purposes.
- Expenses will be paid by cheque and will be posted within 14 days of receipt by the treasurer.
- The Treasurer or in the Treasurers absence, either of the other signatories will authorise i.e. sign and date these expense forms before cheques are sent out.
- Anyone asked to carry out work for SS - CYPF, where expenses are likely to be incurred, must be made aware of this policy before agreeing to undertake the work. All committee members are responsible for this.

- Where unexpected work/meetings occur or work that is additional to that typically expected in the year, the committee must agree the ability to cover the expenses prior to the commitment.
- It is the responsibility of the CYPF NEC Treasurer to ensure that this policy is updated annually for the National AGM.
- Subsistence costs will not normally be paid.
- Any special requests to claim expenses other than those listed below should be directed to the CYPF Treasurer.

The following expenses will be paid:

Travel expenses

- Mileage by car at 35p / mile
- Train/coach/bus fares
- Standard/second class only
- Tickets to be attached
- You are encouraged to book early to take advantage of discounts
- Taxi fares where no other form of transport is available or where there is a risk to personal safety with alternative methods.

Accommodation

- Accommodation costs will be refunded only when it is unreasonable because of journey length or meeting times to return home the same day
- A maximum of £40.00 (up to £60.00 in London) for bed and breakfast / night will be paid.

